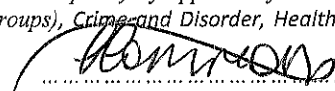




\*Add pool business plan.

## SHAFTESBURY TOWN COUNCIL

This is to advise you that there will be a meeting of the Town Council's **Administration and Liaison Committee** on **Tuesday 18<sup>th</sup> June 2013 at 7.00pm in the Mayors Parlour**. There will be a ten minute public consultation period at the beginning and end of the meeting if members of the public are present and wish to speak. *All members of the Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder and are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.*

  
 Claire Commons – Acting Committee Services Officer  
 11<sup>th</sup> June 2013

### A G E N D A

#### 01. APOLOGIES FOR ABSENCE

To receive, approve and note apologies for absence

#### 02. DECLARATIONS OF INTEREST AND DISPENSATIONS TO PARTICIPATE

Members are provided with the opportunity under the Localism Act 2011 to declare any pecuniary interests or dispensations to participate in the meeting.

#### 03. TERMS OF REFERENCE *(paper attached)*

To adopt the terms of reference for the Administration and Liaison Committee for the municipal year 2013 / 2014

#### 04. RECOMMENDATIONS FROM COMMITTEE *(paper attached)*

To receive and consider recommendations from Committees

#### 05. COMMUNITY GRANT PROCESS *(paper attached)*

To consider adjustments to the grant setting process

#### 06. LOCAL DELIVERY STATEMENT *(to be tabled)*

To receive update on the provision of a Local Delivery Statement

#### 07. FOOTBALL CLUB *(to be tabled)*

- a) To receive update on Shaftesbury Football Club and agree any actions arising thereof
- b) To receive update on Shaftesbury Football Clubhouse and agree any actions arising thereof

#### 08. JOINT ASSET MANAGEMENT *(paper attached)*

To receive feedback from meeting of the 12th April 2013 and agree any actions arising thereof.

#### 09. CORRESPONDENCE

#### 10. CHAIRMANS URGENT BUSINESS

#### 11. PUBLIC RELATIONS

- a) To identify if any items would be suitable for improved public relations and if so, to select a preferred method.
- b) To identify matters for reporting in the Committee Focus for the July edition of the Town Crier

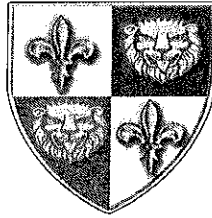
#### 12. CONFIDENTIAL INFORMATION

To consider passing a resolution that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be excluded from item 13 as it relates to confidential matters as detailed in category 1 of Article 2.2.7 Access to Information Rules within the town council constitution.

#### 13. STRATEGIC UPDATE *(to be tabled)*

To receive a report on the delivery status of Strategic Projects, Council and Committee Actions and Capital Programme and to consider a recommendation regarding the required adjustment to staffing levels





## SHAFTESBURY TOWN COUNCIL

### MEETING OF THE ADMINISTRATION AND LIAISON COMMITTEE

18<sup>th</sup> June 2013

Report author:	Claire Commons – Acting Committee Services Officer
Purpose of report:	To provide members with revised draft terms of reference
Statutory Authority:	Local Government Act 1972 s 101
Agenda item:	03.

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### TERMS OF REFERENCE FOR THE ADMINISTRATION AND LIAISON COMMITTEE

#### Mission Statement

The Administration & Liaison Committee is tasked with overseeing the deliberations and actions of all the council's committees with the purpose of creating coordination between committees and ensuring the efficient delivery of services and projects and the efficient use of resources. The committee is committed to develop links within the community in order to ascertain the needs of residents, businesses and local organisations and to feed this information back to Full Council or committees, making recommendations where necessary. The committee will advise the Council on its corporate policies and strategic direction and report on forthcoming legislative changes, and where necessary make recommendations to Full Council or committees. The committee is committed to advise the council on its actual and potential resources ensuring that the financial status of the council is maintained within agreed budgets, having due regard to both revenue and capital expenditure. It holds authority for the financial planning of the Council and gives consideration to the appropriate level of precept to levy on present and future tax payers.

#### Meetings

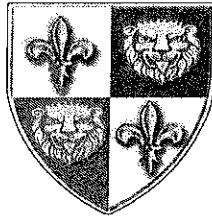
1. The Committee will meet once in every six week cycle.
2. The committee will consist of the Chairs and Vice Chairs of ROSE, P&H and CS plus one independent member.
3. The quorum shall be three, of which there must be a representative from each committee.
4. The committee will be chaired by the Vice-Chair of the Town Council.
5. The CEO will be clerk to the committee.

#### Working Groups

The committee can create Working Groups to oversee and assist on the development and delivery of council initiatives. Each Working Group must consist of at least three members, one of whom must be a member of the A&L Committee. Working Groups must feed back to the A&L Committee and adhere to allocated resources.

## Terms of Reference

1. To overview the deliberations and actions of all the council's committees and create coordination between committees; ensuring the efficient use of resources.
2. To establish the needs of the community through liaising with residents, businesses, neighbouring councils and local organisations, and make recommendations to Full Council or the appropriate committee.
3. To consider and make recommendations on matters of policy relating to the Town Council.
4. To receive reports on legislative changes from the CEO, and where necessary make recommendations to Full Council or committees.
5. To make recommendations on establishing the standard and type of new services which the town council wishes to provide and determine and report on the implications and financial resources necessary to sustain and develop them.
6. To create Working Groups to oversee and assist on the development and delivery of council initiatives.
7. To liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Legal Agreements and Grant Aid.
8. To maintain and develop IT facilities, including a web presence.
9. To promote Council activity and initiatives by developing public relations through as many mediums as possible.
10. To be responsible for authorising legal proceedings in relation to contentious matters (subject to the likely costs of such proceedings being included in the councils budget), and for making recommendations on proposals regarding the prosecution or defence of any legal proceedings. Such matters to be dealt with until the initial procedures have been concluded and any matter whereby such procedures have failed to achieve a satisfactory resolution should be referred thereafter to Full Council.
11. To exercise all the powers, duties and functions of the council and its committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another committee of the council for determination.
12. To be responsible for the management of the Councillor skills audit and make recommendations on best use of councillors' skills in the setting up of working groups.
13. To make recommendations for the Council's committee structure.
14. To be responsible for the management of the Council's Emergency Plan – its testing and annual review for appropriateness.
15. To receive any necessary reports from the Mayor and Deputy Mayor in relation to the management of and adherence to the Town Council's Standing Orders and Constitution and to make appropriate recommendations to Full Council.
16. To ensure the release of appropriate information to the press and the public in a timely manner.
17. To annually review and agree the Terms of Reference for the Committee at the first meeting of that Committee in each Council year.



**SHAFTESBURY TOWN COUNCIL**

**MEETING OF THE ADMINISTRATION AND LIAISON COMMITTEE**

**18<sup>th</sup> June 2013**

Report author: Claire Commons – Acting Committee Services Officer  
Purpose of report: To provide members with recommendations and referrals.  
Statutory Authority: Local Government Act 1972 s 101  
Agenda item: 04.

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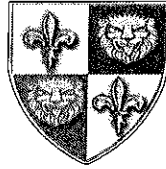
**RECOMMENDATIONS FROM COMMITTEES AND REFERRALS FROM FULL COUNCIL**

Referral from Full Council on the 4<sup>th</sup> June 2013 – REFER to the Administration and Liaison Committee the appropriate employment status of the role of the Town Crier following investigation into what other towns did in this respect and the services the Town Crier was expected to undertake.

Research into this is underway and a report will be made available to the committee at its next meeting on 30<sup>th</sup> July 2013.

There were no other recommendations from committees subject to any recommendations coming forth from the Community Services Committee meeting held on 11<sup>th</sup> June 2013.





**SHAFTESBURY TOWN COUNCIL**  
**MEETING OF THE ADMINISTRATION & LIAISON COMMITTEE**  
**TUESDAY 18<sup>th</sup> JUNE 2013**  
**AGENDA ITEM 05 – COMMUNITY GRANTS 2014-15**

Report author: Nicola Merefield

Statutory Authority: Various (Full detail supplied with the applications)

Financial Implication: Budgetary allocation 2014-15 £unknown

Public Sector Equality Duty: n/a

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The committee reviews the Community Grant Application form and timetable on an annual basis. Following the most recent application process, the committee requested that a review of the process be carried out at the start of the new municipal year. The previous committee report and application form for 2013-14 is attached, the draft proposed timetable in accordance with existing procedure is as below:

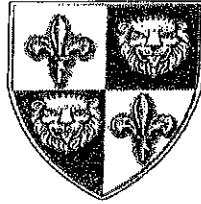
- Issue of application forms 13<sup>th</sup> February 2014
- Deadline for receipt of applications 17<sup>th</sup> March 2014
- Application sift at A&L meeting on 25<sup>th</sup> March 2014
- Recommendations to Full Council on 8<sup>th</sup> April 2014
- Award of payment of grants immediately thereafter

Officer Recommendation

That the attached report as provided to the committee for the meeting of 19<sup>th</sup> March 2013 be considered as part of the review into the grant awards process.







**SHAFTESBURY TOWN COUNCIL  
ADMINISTRATION & LIAISON COMMITTEE  
TUESDAY 19<sup>TH</sup> MARCH 2013  
AGENDA ITEM 4- COMMUNITY GRANTS**

Report author: Claire Commons  
Date of meeting: 19<sup>th</sup> March 2013  
Purpose of report: To review the effectiveness of the grants submission process

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**Introduction**

Shaftesbury Town Council's community grant database is growing year on year providing support to the community, groups and people of Shaftesbury. The application process for this year has already been agreed and in following the process, a couple of matters may benefit from being adjusted.

**2013 grant applications**

All members of the council have been provided with electronic copies of the grant applications submitted and a score sheet showing score criteria by which to score the grants. These scores are collated by Cllr Hicks and an aggregate score is reached which then informs the committee of the value of grant to recommend to Full Council.

Grant applications received after the deadline of 11<sup>th</sup> March 2013 will be scanned and emailed to members as 'late applications' and the committee will need to consider how to treat these applications. Consideration should be given that a chasing email was sent on Thursday 7<sup>th</sup> March to all applicants who had not submitted their form by that date alerting them to the impending deadline.

**Current Administration Process**

1. All existing applicants are written to, sending them a grant application form including information about how to apply, the criteria to qualify and deadline for submission.

2. Receipt of all applications is acknowledged by email (telephone where no email address is provided)
3. Applications are entered on a database, scanned and emailed to all members ready for scoring
4. 4 – 5 days prior to deadline, all applicants from previous years who have not yet submitted their applications are chased
5. Applications which are received incomplete (without accounts) are contacted to remind them of the requirement for accounts.

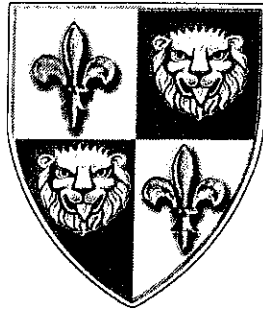
### **Streamlining**

1. In consideration of reducing the cost to print and post applications forms, I have enquired of the cost to produce a 2 page pull out advert in the Blackmore Vale magazine. In my opinion however this would be prohibitive at £1540+ VAT
2. Issuing application forms electronically only will provide a saving (based on this year's prices) of £40.
3. Save approximately 2 – 3 hours by not
  - a. chasing for absent applications
  - b. chasing for missing components
  - c. automatically acknowledging receipt of applications
4. To include score table on the application form to record the final 'average' score, percentage and value of award for transparency and clear audit process.

### **Recommendation**

- ✓ 1. That the committee recommend the value of grants to be awarded to each applicant to Full Council.
2. That the committee consider making adjustments to the administration process for grant applications in light of the information above in order to provide greater efficiency and value for money.

SHAFTESBURY TOWN COUNCIL



COMMUNITY GRANTS

2013—2014

Organisations which consider their work benefits the community and are in need of financial help are invited to apply for grants for the financial year 2013-2014, which starts in April 2013.

Community grants are awards made each year by Shaftesbury Town Council to organisations operating within the town boundary whose work it considers benefits the community at large.

The grants are made out of a limited fund agreed by the Town Council in March.

Guidelines for making an application, with timetable and application form, are below.

◆ *Who is eligible for an award?*

Any voluntary organisation or community group based and working within the parish boundary of Shaftesbury. Awards are not made to commercial organisations or individuals.

◆ *How do you qualify for an award?*

Your organisation must be involved in an activity or activities that benefits the community of Shaftesbury at large and you must raise some of your funds yourself and/or from other sources.

◆ *How much can you apply for?*

There is no minimum or maximum but awards are generally for between £50 and £500. Please note that the town council is unlikely to award grants in excess of £500. Grants made depend on the level of funding available in any one year, the number of applications made and the importance the Committee places on your application.

*When can you apply and when do you know the result?*

The closing date for applications is 11<sup>th</sup> March 2013 for funding in the financial year 2013/14. Applications will be considered by the funding Committee on 19<sup>th</sup> March and successful applicants informed by the middle of April. If successful your grant will be paid at the end of April 2013.

Please note:

- You must apply using the application form below. Applications from organisations not using the official form will not be accepted.
- You may be asked for a report of how you spent the grant at the end of your project and to produce evidence (e.g. photographs or a newspaper cutting) of having spent it in an appropriate way.
- You must acknowledge Shaftesbury Town Council in all your publicity about the award.

◆ *How will your application be assessed by the Town Council?*

The Town Council has established a number of criteria against which applications will be assessed. Grants will be awarded on a percentage basis in line with the level to which the Council deems the application meets the listed criteria. The criteria are:

#### **Community Involvement**

The extent to which the project involves the members of the community either as participants or recipients/spectators.

[The project involves: most, a substantial number of, or just a few members of the community.]

#### **Impact on Local Need**

The extent to which project fulfils a 'commonly' recognized need.

[The project fulfils the need: fully - the need is not provided by any other organization/group, partially - the need is provided by others but not sufficiently/locally, or not at all]

#### **Evidence of Other Funding**

The proportion of other support for the project (in funds or in kind) that has been sought.

[Most, some, or no support for the project comes from elsewhere.]

#### **Environmental Impact**

The degree to which the project makes a contribution to improving the environment.

[The project has: a significant positive impact on the environment, some positive impact, or is environmentally neutral.]

#### **New Group**

Whether or not the organization/group has applied for a grant before.

[A group that: has not previously applied for a grant, has applied before but does so infrequently/or has not applied for a few years, or applies every year for a grant.]

**Innovative Project**

The degree to which the project is innovative.

[A project that: is entirely new, has been done before but is now being offered in a new way or by new people, or offers little or nothing that has not been done before.]

<p>SHAFTESBURY TOWN COUNCIL COMMUNITY GRANT—APPLICATION FORM</p>
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*Notes on completing this form:*

- ◆ *Please make sure you answer all the questions and supply all supporting evidence.*
- ◆ *Applications must be supported by your organisation's latest annual accounts, if applicable, or a statement of your organisation's financial state independently certified.*
- ◆ *Once you have completed the form return it to the address overleaf. It will be acknowledged within 14 days. If you have not received an acknowledgement within 14 days, contact the Town Council Office. You are advised to keep a copy of the completed form for your own records.*

1. Name of your organisation

2. Your organisation's address

3. Contact's Name

Contact's Position

Contact's Tel. No.

Contact's e-mail address

4. Please give a brief description of what you want the grant for (*Confine your answer to the space here*)

5. How much will this cost?

£ .....

6. How much do you want from the Town Council?

£ .....

7. How do you intend raising the balance?

8. Write here any other brief information or comments you would like to make in support of your application, explaining how your application meets the attached criteria for the assessment of applications:

9. Signature (*This must be an authorised signatory of the organisation, i.e. chairman, secretary or treasurer*)
10. Date

Return the completed application form with supporting evidence by 11<sup>th</sup> March 2013 to:

Shaftesbury Town Council  
Town Hall  
Shaftesbury  
Dorset  
SP7 8JE  
Tel. No. 01747 852420  
e-mail: [enquiries@shaftesburytowncouncil.co.uk](mailto:enquiries@shaftesburytowncouncil.co.uk)

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Mrs S A Bartek  
Age Concern  
47 High Street  
Shaftesbury  
Dorset  
SP7 8JE

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**Report to Council**  
**Joint Asset Management Meeting**  
**12 April 2013**

There will be a report from the meeting in due course with the outcomes.

It soon became clear that there was a disconnection between those 'shrinking' the Districts and the County and those who would be 'growing', the Towns, as a result of the rationalisation processes aimed at saving money, an irrational approach to rationalisation you might say.

We heard a very interesting presentation from Colin Jackson from Hampshire CC, they started with a stakeholder round table, 'Confidential', meeting a no holds barred discussion about all of the 'all the assets' and how they might be used, we are to get a copy of his presentation in due course. He stated it is wrong to just look at, reducing staff & buildings as a way of savings because you miss so many more opportunities, Hilary supported this saying authorities should not have '**ransom strips**' between them, preventing real saving for the public, I found this very refreshing and sincerely hope She can get DCC to agree to this mantra and by default take NDDC with them, this would open up a whole new way of working with both DCC & NDDC. Colin will provide us with the questions he asked his elected members, he now says the test is will they back it up with action, at the moment they are.

As you know we suffer here because our two upper tiers look to themselves instead of the public, I gave an outline of our draft Town plan and ways we might be able to deliver it and save DCC/NDDC but more importantly our public, '**money**', if the assets were re organised and used in the best possible way, I have to say I expected the usual mantra but got a bit of a shock, they said this should be analysed by NDDC & DCC all of the gains and improvements weighed up if there is a saving to the public then any losses to individual authorities should be lived with, as Hilary said " the public only look at the bottom line on the rates form, and that is all that matters", I agree with her.

This is where my main concern lies, I was the only elected member there, Hilary was a speaker, DT11 were represented but no other community group including CEPEND turned up, this is not good news as it was clear the officers needed to hear from them, my comments were taken very seriously and

addressed through the whole meeting, I hope I presented the right information.

Local Delivery Groups;

I did attend the Gillingham meeting and noted their co ordinate approach almost certainly the reason they have gained in this process, we were advised that it was a waste of time, 'no it is not'! I appreciate Joe and Trevors time restraints but this process is vital to our policy's we must get this Town Plan sorted even if only in draft, **because we have yet to have the discussion on what could become available through this process**, the reps all said we should put our plans strongly to the North group and then they would be properly considered, I asked them if they would like to see them presented directly and they all said they would, I will talk to Roger Sewill this week on how we organise that, the chair our group in the first instance is Mr Hill, do we think this should be member lead? Maybe chaired by a member from each Town depending on the area under debate.

Now think about this, DCC has done a building analysis they have 253 they recon, wait for it!!!, they only need 25/29 that is quite shocking, ( perhaps the public should know this before the elections!!) I asked would it not make sense to have NDDC and DCC in every Town with the Town Councils, you know HUB's, hot desking and all that, enabling officers to drop in to whatever area they are working in and allowing the public local access at the same time, saving on travel, time and all sorts of other things, yes they said but how do we afford to build or develop the assets we would need, I suggested 253 buildings carried a lot of value there must be a way of using that value to implement Town based government, something they will look at. The presentation from Colin will show you the incredible potential to save!!!

All our groups and services supported by revenue from parking and shared asset management it clearly would work. NDDC do not need that building they have at NORDON at all in my view.

Question is will DCC & NDDC really put their own positions second to the public good!

[gis@dorsetcc.gov.uk](mailto:gis@dorsetcc.gov.uk)>

There is far to much to put in this report and I would not be able to get it all right anyway, I recall the CEO and I visiting DCC and putting her view that STC

were to set up a web space that would carry all our projects and services including the DCC and NDDC roles and services for us and the public to follow and use, we were advised that there was a system being looked at to which we asked if we could tag on to it to save setup costs, they said yes but we have not heard from them yet.

The assets would be listed on this site as a pool of assets to use, which is what was presented to us at the meeting.

It is interesting to note that despite the sniping at STC we always appear to be ahead of the game, the whole Town approach we are now committed to achieve, the hinterland involvement we hope to achieve, the cross border links, joint groups, the Town involving all in the services we need, based around an open web system.

All we need is the willing help of the other two!!

Regards Cllr Lester Dibben.

